

Frequently Asked Questions for March 2000:

Question:

Where can Key Volunteer and Key Volunteer Coordinator certificate of appointments be ordered?

Answer:

The web-site is <http://forms.daps.mil>

NAVMC 11219 – Key Volunteer

NAVMC 11220 – Key Volunteer Coordinator

The suggestion has been forwarded to the HQMC FRO/KVA to create a NAVMC certificate of appreciation and certificate of completion of KV and KVC training.

Question:

What is the reference allowing commands to utilize KV APF money for t-shirts, pendants, etc..?

Answer:

MCO 1754.6, page 4, enclosure 8, letter p. The order can be downloaded from the web at www.usmc-mccs.org

Click on “policy”, then “Policy Order” and scroll down to the bottom and click on “MCFTB.”

Question:

Will there be a KV Trainer Conference?

Answer:

The first annual MCFTB Conference will be held at Camp Pendleton, 25-27 July 2000, ref. DTG 220850Z for more information. The POC is Major Goblen, COM 703-784-9526, DSN 278-9526.

Question:

Where is there a sample Gratuitous Service Agreement?

Answer:

Enclosure 9, page , of MCO 1754.6 which can be viewed via the web as stated above.

Check out also the MFP FRO web page at:

www.mfp.usmc.mil/fro-page/mfp-fro.htm or ask your local Key Volunteer Trainer.

FAQ List - Friday, June 25, 1999

Question:

What exactly is the "Gratuitous Service Agreement," how is it to be used, and who signs one?

Answer:

The Gratuitous Service Agreement is referenced in the MARFORPAC MSG 220001 of JAN 99, "CHILD CARE REIMBURSEMENT..." This agreement is the vehicle to ensure that official gratuitous service is taking place. It protects the volunteer under Tort Claims and allows the volunteer access to workmen's compensation if injured while performing volunteer duties on behalf of the specified volunteer organization. The document should be signed before any Key Volunteer receives reimbursement for childcare or other appropriate incidental expenses. Please ensure all volunteers have a signed agreement on file.

Question:

As the KV Trainer, how do I order the NAVMC Guides for the KVN?

Answer:

First, you should go to your MCFTB Officer. He or she should be able to assist you in getting the proper guides. These guides are kept at Marine Corps Logistics Base, Albany, GA. The contact numbers are as follows: DSN 567-5818 COMM 912-439-5818

Website: <http://pubs.ala.usmc.mil/front.htm> email: robinsons@ala.usmc.mil

Question:

Will there be a standardized MARFORPAC Key Volunteer Coordinator Training to go along with the MARFORPAC Key Volunteer / FRO Training already available?

Answer:

Phyllis Price is under contract with MARFORPAC and by the end of September MARFORPAC should be able to provide to the KV Trainers modules that can be presented individually to meet the particular needs of the Key Volunteer Coordinators.

Frequently Asked Questions

Below are some frequently asked questions throughout MarForPac. I hope these answers will give you direction and assistance in facilitating a great KVN at your command. Just remember that some issues need to be dealt with at your local KVN Council Meetings.

Question:

How do I reimburse KVs for childcare, and who pays for the KVs' office supplies?

Answer: Reference MARFORPACO 1754.3A, enclosure 6, page 1.

- Subhead 27AO funds may be used for...office supplies / equipment (including computers)
- Subhead 27TO funds may be used for... mileage, official long distant phone calls, parking tolls, **childcare, and administrative requirements.**

- The FRO will complete an 1164 form from the info gathered by the KV Reimbursement Form (enclosure 8 of MARFORPACO 1754.3A).
- For additional guidance, please read MARFORPACO 1754.3A, enclosure 6, page 2.

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Question:

Is KV Training a KV meeting? Can the command pay for childcare for an attendee of the training, even though he/she has not yet been appointed a KV?

Answer:

- KV training is an official KVN meeting. The participant is a volunteer at an official KV function. This is a legitimate childcare reimbursable. Please contact the MARFORPAC FRO, Chaplain Keiran, for additional guidance if this is a concern for your organization.

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Question:

Who can attend the KVN Council Meetings?

Answer: Reference MARFORPACO 1754.3A, pages 3 and 4.

- FROs, SgtsMaj, Chaplains, as appropriate.
- KVCs /KVAs
- FSC KV / FRO Trainer / KVN support person (non-voting member)
- Others as appointed by base/station commander or MEF commander

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Question:

What is the job of the Base FRO?

Answer: Reference MARFORPACO 1754.3A, page 2, 5.b.(1) and page 4, 5.h.(4)

- Supports the KVN of any unit that has no Rear Det FRO in place.
- Co-Chairs the KVN Council Meeting with the designated MEF FRO.
- Schedules KVN appreciation activities with the KVN support person.

- Monitors the overall effectiveness of the standardized FRO and KV Training.
- Ensures minutes of all KVN Council meetings are distributed to all council members, all commanders, and the MARFORPAC FRO within one week after the Council Meeting.

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Question:

We saw the ALMAR 355/98 which speaks about the MC Family Team Building Program, the merge of MWR and MH at HQMC and the new position of Family Readiness Support Officer. Can you tell us about this change?

Answer: CH Keiran says, “Ch Lamonde, Chaplain of the Marine Corps, tells me that a White Letter should soon be released from HQMC that clarifies the duties and chains of coordination associated with the HQMC MWR/MH merge being replicated on all USMC bases. When that signed document is released, I'll send an information paper to all command chaplains to clarify how chaplains will fit into the new structure. There is also a new USMC Order on Personal and Family Readiness being staffed at HQMC.”